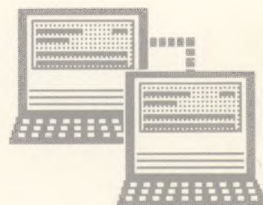
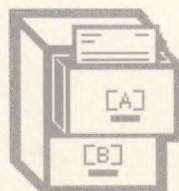
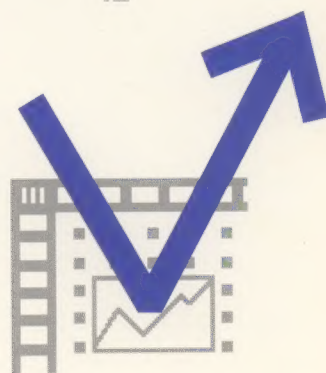


# AppleWorks GS Quick Reference



# AppleWorks GS Quick Reference

## Common Commands and Operations

### Command Keys

#### File Menu

⌘-N	New
⌘-O	Open
⌘-K	Close
⌘-S	Save
⌘-P	Print
⌘-Q	Quit

#### Edit Menu

⌘-Z	Undo
⌘-X	Cut
⌘-C	Copy
⌘-V	Paste
⌘-A	Select All

#### Size Menu (Word Processing and Page Layout only)

⌘->	Larger
⌘-<	Smaller

#### Style Menu (Word Processing and Page Layout only)

⌘-T	Plain
⌘-B	Bold
⌘-I	Italic
⌘-U	Underline
⌘-H	Superscript
⌘-L	Subscript

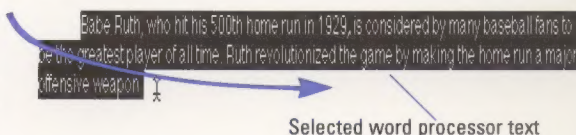
### Exchanging Information Between Applications Using Control-Drag

- Select the information to be copied to another application
- Holding down the Control key, drag the information to the new application window and release the mouse button

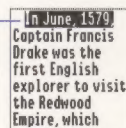
### Selecting

#### Selecting Text and Text Objects

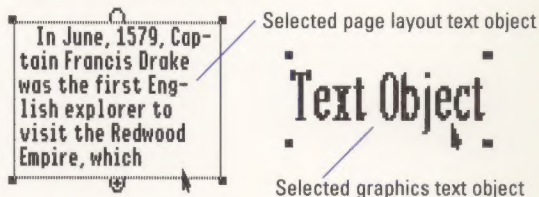
- To select text, click the I-beam where you want to begin the selection and drag until the desired text is selected



- To select text in a page layout text object, click the I-beam in the text object and drag until the desired text is highlighted



- To select a text object, choose the selection arrow and click the text object



#### Selecting Graphic Objects

- To select a graphic object, click the object with the selection arrow



- To select multiple objects, hold down the Shift key as you select each object—or drag to create a selection rectangle around all the objects



## Word Processing

### Command Keys

#### Edit Menu

⌘-[	Copy Ruler
⌘-]	Paste Ruler
⌘-Y	Select Paragraph

#### Search Menu

⌘-F	Find Again
⌘-I	Go to Insertion
⌘-1	Go to Beginning
⌘-9	Go to End
⌘-"	Check Spelling

#### Document Menu

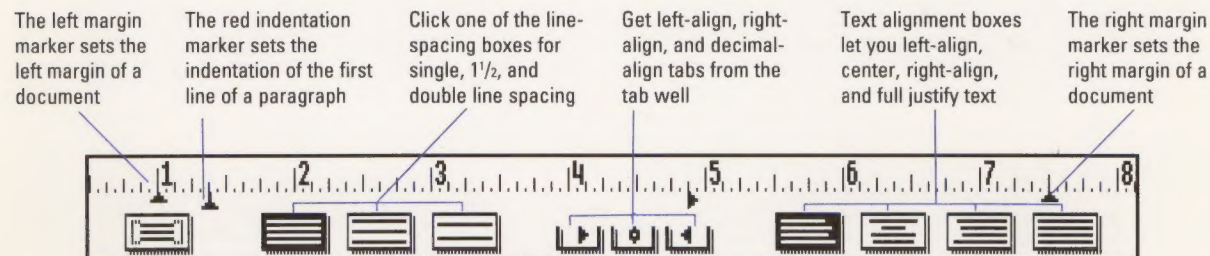
⌘-W	Normal View
⌘-R	Hide Ruler/Show Ruler
⌘-E	Pages
⌘--	Insert Page Break

### Control Keys

Control-F	Delete next character
Control-X	Delete to beginning of line
Control-Y	Delete to end of line

### Formatting Text with the Ruler

Ruler commands affect the paragraph containing the insertion point (or multiple selected paragraphs).



### Keyboard Commands for Moving the Insertion Point

#### This key:

#### Moves the insertion point:

Up Arrow	Up one line
Down Arrow	Down one line
Left Arrow	One character to left
Right Arrow	One character to right
⌘-Up Arrow	Up one windowful
⌘-Down Arrow	Down one windowful
⌘-Left Arrow	To left margin of current line
⌘-Right Arrow	To right margin of current line
Option-Left Arrow	To beginning of previous word
Option-Right Arrow	To beginning of next word
⌘-1	To beginning of a document
⌘-5	To middle of a document
⌘-9	To end of a document

### Selecting Text

- *Click once* to select the insertion point
- *Click* to select the insertion point and *drag* to select a range of text
- *Double-click* to select a word
- *Triple-click* to select a line
- *Shift-click* to expand a range of selected text



# AppleWorks GS Quick Reference

## Database

### Command Keys

#### Edit Menu

⌘-I Insert Record

#### Organize Menu

⌘-F Find Next  
⌘-M Match Records  
⌘-R Show All Records  
⌘-[ Hide Selected Records  
⌘-] Hide Unselected Records

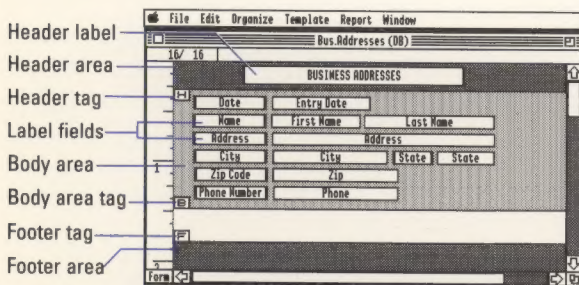
#### Template Menu

⌘-/ Show Definition  
⌘-> Show Form  
⌘-< Show List  
⌘-# Grid

### Additional Keyboard Commands

⌘-'' Copies into selected field of current record the contents of same field in previous record

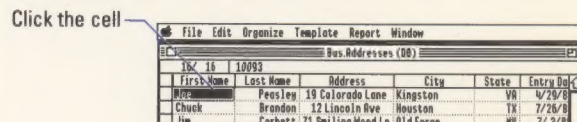
### The Form Definition Screen



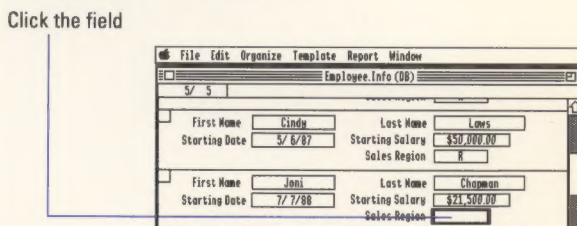
- To resize the header, drag the header tag
- To resize the body area, drag the body area tag
- To resize the footer area, drag the footer area tag

### Selecting Data Items

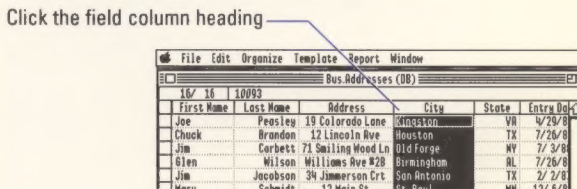
#### To Select a Cell (a single field in a record) in a List



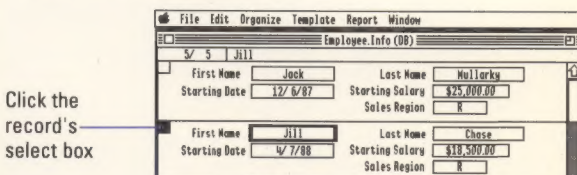
#### To Select a Field in a Form



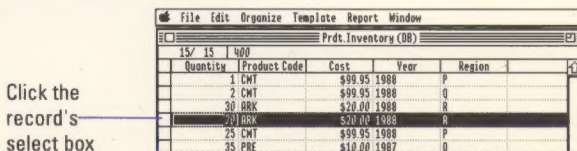
#### To Select a Field (in all records) in a List



#### To Select a Record in a Form



#### To Select a Record in a List



# Spreadsheet

## Command Keys

### Edit Menu

⌘-I	Insert
⌘-D	Delete
⌘-M	Move
⌘-F	Fill
⌘-T	Transpose

### Format Menu

⌘-B	Bold
⌘-U	Underline
⌘-#	General
⌘-.	Fixed
⌘-\$	Dollars
⌘-%	Percentage
⌘-E	Scientific Notation
⌘-,	Commas
⌘-R	Red Negative #'s
⌘-(	Parenthesize Neg. #'s

### Options Menu

⌘-=	Recalculate
⌘-L	List Functions

### Data Menu

⌘-G	Go To
⌘-*	Protect

## Additional Keyboard Commands

Left Arrow	Move one cell to left
Right Arrow	Move one cell to right
Up Arrow	Move up one cell
Down Arrow	Move down one cell
⌘-Left Arrow	Move to leftmost cell on screen
⌘-Right Arrow	Move to rightmost cell on screen
⌘-Up Arrow	Move to top cell on screen
⌘-Down Arrow	Move to bottom cell on screen

## Selecting Spreadsheet Information

### To Select a Cell

Click the cell

	A	B	C	D	E	F	G
1	GRADEBOOK FOR MS. GLEASON'S GEOGRAPHY CLASS						
2							
3		GRADE					
4	NAME	Test1	Test2	Test3	Test4	Test5	Average
5	Abbot, L.	85	79	82	93	75	82.8
6	Andrews, M.	78	81	82	73	68	76.4
7	Beale, S.	92	90	95	91	74	88.4

### To Select an Entire Column

Click the column heading

	A	B	C	D	E	F	G
1	GRADEBOOK FOR MS. GLEASON'S GEOGRAPHY CLASS						
2							
3		GRADE					
4	NAME	Test1	Test2	Test3	Test4	Test5	Average
5	Abbot, L.	85	79	82	93	75	82.8
6	Andrews, M.	78	81	82	73	68	76.4
7	Beale, S.	92	90	95	91	74	88.4

### To Select an Entire Row

Click the row heading

	A	B	C	D	E	F	G
1	GRADEBOOK FOR MS. GLEASON'S GEOGRAPHY CLASS						
2							
3		GRADE					
4	NAME	Test1	Test2	Test3	Test4	Test5	Average
5	Abbot, L.	85	79	82	93	75	82.8
6	Andrews, M.	78	81	82	73	68	76.4
7	Beale, S.	92	90	95	91	74	88.4

### To Move a Selection

Hold down the ⌘ key and click the cell you want to make the upper-left cell of the selection's new location.



# AppleWorks GS Quick Reference

## Graphics

### Command Keys

#### Edit Menu

⌘-D	Duplicate
⌘-B	Begin New Paint Object

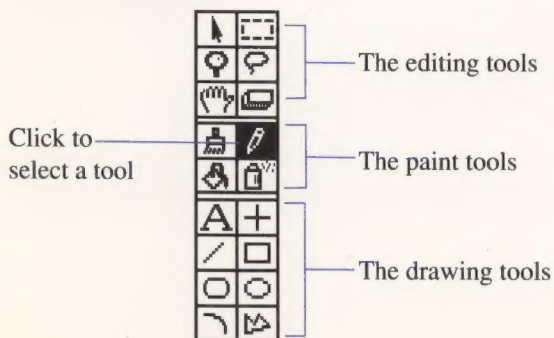
#### Arrange Menu

⌘-+	Bring to Front
⌘--	Send to Back
⌘->	Shuffle Up
⌘-<	Shuffle Down
⌘-G	Group
⌘-U	Ungroup
⌘-H	Flip Horizontal
⌘-I	Flip Vertical
⌘-L	Rotate Left
⌘-R	Rotate Right
⌘-Left Arrow	Nudge Left
⌘-Right Arrow	Nudge Right
⌘-Up Arrow	Nudge Up
⌘-Down Arrow	Nudge Down

#### Options Menu

⌘-T	Tools
⌘-Y	Patterns
⌘-#	Grid

### The Tool Palette



### Graphics Tool

Icon:	Tool:	Use this tool to:
	Selection Arrow	Select, move, and reshape objects
	Marquee	Make a rectangular selection
	Magnifying Glass	Magnify a part of a document
	Lasso	Select an irregularly shaped area
	Grabber	Scroll in multiple directions at once
	Eraser	Erase portions of a document
	Paintbrush	Paint with different brush shapes and color patterns
	Pencil	Create freehand lines and edit documents precisely
	Paint Bucket	Fill any bounded area in a document with a color pattern
	Spray Can	Spray dots of a color pattern in a document
	Text Tool	Create text objects
	Horizontal/Vertical Line Tool	Draw straight horizontal and vertical lines
	Line Tool	Draw straight lines at any angle
	Rectangle Tool	Draw rectangles and squares
	Rounded Rectangle Tool	Draw rounded rectangles and squares
	Oval Tool	Draw ovals and circles
	Arc Tool	Draw 90-degree arcs
	Polygon Tool	Draw polygons with any shape and number of angles

## Graphics (continued)

### Keys to Choose Tools:

**This key:**

Space bar

Tab key

Esc key

**Selects this tool:**

The Selection Arrow

The Grabber

The Magnifying Glass

### Holding Down the Option Key

**When you select:**

Marquee

Lasso

**Produces this effect:**

Leaves behind a copy of the selection as you drag

Leaves behind a copy of the selection as you drag

### Holding Down the Shift Key

**When you draw with this tool:**

Line Tool

Rectangle Tool

Round Rectangle Tool

Oval Tool

**Produces this effect:**

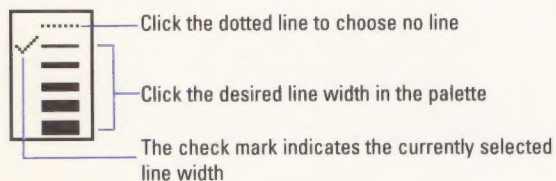
Creates 45 or 90-degree angle line

Creates a square

Creates a rounded square

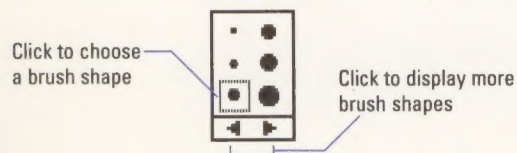
Creates a circle

### The Line Palette



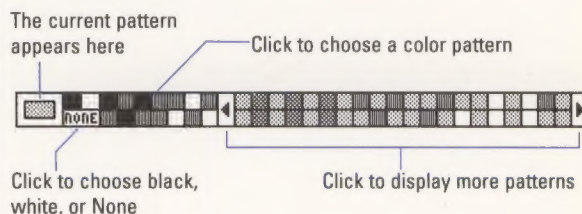
### The Brush Shape Palette

When you choose the Paintbrush, the brush shape palette replaces the line palette.



### The Pattern Palette

Click to select a color or pattern for fill. Hold down Option and click to select a color or pattern for lines and borders of regular shapes.



## Communications

### Command Keys

#### Transfer Menu

⌘-.

Cancel

#### Settings Menu

⌘-M

Hardware

⌘-T

Communication

#### Phone Menu

⌘-D

Dial

⌘-H

Hang Up

### Additional Keyboard Commands

To dial a fast-dial phone number, hold down the Option key and press the character key assigned to the phone number. (You assign fast-dial characters to phone numbers with the Dial command on the Phone menu.)



# AppleWorks GS Quick Reference

## Page Layout

### Command Keys

#### Edit Menu

⌘-D Duplicate

#### Options Menu

⌘-W Fit in Window/Normal View

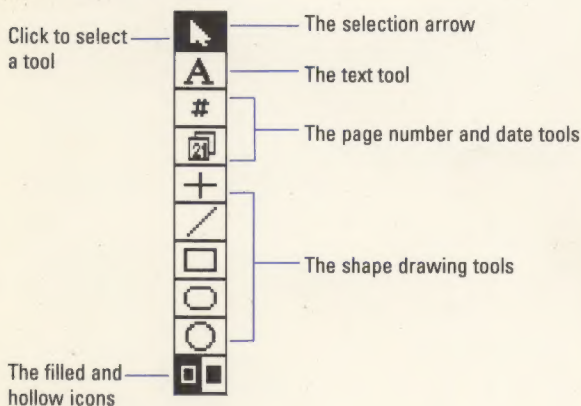
⌘-G Go to Page

#### Arrange Menu

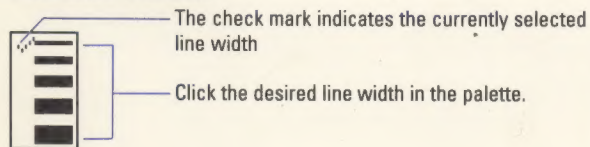
⌘-+ Bring to Front

⌘-- Send to Back

### The Tool Palette



### The Line Palette

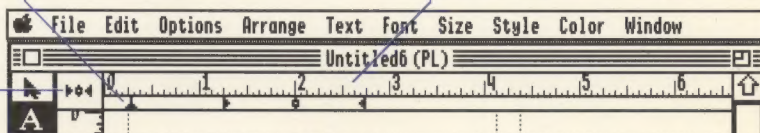


### Formatting with Rulers

Get left-align, decimal-align, and right-align tabs from the tab well

The indentation marker sets the indentation of the first line of a paragraph

The inch scale lets you determine where to place the indentation marker and tabs



### Graphics Tools

Icon:	Tool:	Use this tool to:
	Selection Arrow	Select, move, and reshape objects
	Text Tool	Create and edit text objects
	Page Number Tool	Place the page number on a document page
	Date Tool	Place the current date on a document page
	Horizontal/Vertical Line Tool	Draw straight horizontal and vertical lines
	Line Tool	Draw straight lines at any angle
	Rectangle Tool	Draw rectangles and squares
	Rounded Rectangle Tool	Draw rounded rectangles and squares
	Oval Tool	Draw ovals and circles
	Filled/Hollow Icons	Specify whether to make a shape filled or hollow

### The Page Icons

